

S: 24 February 2003

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3 February 2003

MEMORANDUM FOR CP-34 Career Program Managers, Deputy Chiefs of Staff for
Information Management, Directors of Information Management, and
Library Directors

SUBJECT: Developmental Assignment Opportunities for CP-34 Librarian Track

1. This announces the Librarian Developmental Assignment Opportunities for CP-34, FY 03. Please ensure Army librarians receive a copy of this announcement, the course descriptions, and sample forms.
2. To ensure widest dissemination, this announcement, as well as required forms, is available on the U.S. Army Library Program Office web site (<http://www.libraries.army.mil/>). It appears under the topic entitled "For Army Library Staffs," "Training & Development." This training is centrally funded by Army Civilian Training, Education, and Development System (ACTEDS) and is subject to availability of funds. We encourage maximum participation as a supplement to local training.
3. Rules for applying are:
 - a. Librarians in grades GS-9 to GS-15 (or equivalent) and qualified in the 1410 series may apply.
 - b. Applicants are limited to two separate course applications.
 - c. Applicants should be aware that some developmental assignments are limited to one or two participants. Therefore, it helps to submit a second application.
 - d. First choices are not guaranteed.
 - e. Priority is given to the careerist who has not received a previous developmental assignment. Exception to this is the careerist applying for a follow-on course.
 - f. Librarians in GS-13 and above positions may apply, but they will be funded last.
 - g. Civilian Personnel is no longer required to certify or verify applications.
 - h. Careerists who received ACTEDS training in FY 02 should not apply.
4. The application process requires completion of the following forms. Availability of forms appears in parenthesis.
 - a. Career Program-34, Information, Management, Application for Army Librarian Sponsored Training. This is file is available from the Army Library Program web site (<http://www.libraries.army.mil/>).
 - b. Request for Central Funding Support - Army Civilian Training, Education, and Development System (ACTEDS). (Form is available same as paragraph 4a.). Estimated TDY and training costs must be based on the transportation cost quoted by the applicant's local travel office, the published per diem rates (<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>) and the training provider's published tuition fee. If selected, the applicant will be expected to complete and forward the DD 1610 to this office.
 - c. Current resume, Civilian Career Program Qualification Record (DA Form 2302) and, if applicable, the Continuation Sheet (DA Form 2302-1-R); or a federal employment application (OF 612 or SF 171).

A resume highlighting up-to-date educational achievements, work experiences, training, self-development, skills, accomplishments, awards and recognition similar to the DA Form 2302, OF 612 or SF 171 will be accepted. (Forms are available on the Army Library Program web site.)

d. Application or registration forms for a conference, short-term training, college course or other developmental opportunity, as appropriate, once selected for ACTEDS funding. (Applications must be obtained, completed, and submitted to the training entity by the selectee after they have been notified that they will be funded for the developmental assignment.)

5. The candidate is required to submit a copy of his/her most recent performance rating. Applicants must explain if they are not able to supply the performance rating.

6. In completing applications, please utilize the following tips:

a. Complete all forms to your best ability. The panel uses all information in selection decisions.

b. Be sure to include professional activities, awards, and certifications in the appropriate space(s) on your resume, DA Form 2302, OF 612, or SF 171.

c. Explain any self-development, self-improvement, or continuing education you have done in the appropriate space(s) on your resume, DA Form 2302, OF 612, or SF 171. Use of the continuation sheets is allowed.

d. Write clear and concise motivational statements.

e. Ensure the post utilization plan fits your particular position. In other words, demonstrate in the plan how the training will be used in a concrete sense. For example, "I will use the skills from the JavaScript course to create the library's web page."

f. If your position teaches others (staff, administration, or public) state so on the application. This shows direct applicability of skills learned in these assignments.

7. Applications are due to Mr. Timothy Carr, Army Library Program Office, not later than 24 February 2003. Electronic submission or faxes will be accepted. A selection panel will convene in February and selection announcements will be made later in the month.

8. Point of contact is Mr. Timothy Carr, (703) 695-5635; DSN 225; fax (703) 695-6988 or e-mail Timothy.Carr@hqda.army.mil.



M. ANN PARHAM
Deputy Functional Chief's
Representative
Librarian Track, CP-34